™ Macintosh™ Quick Reference Card

Keyboard shortcuts on the desktop

From the File menu	
To create a new folder	⌘-N
To open a selected icon	⌘-O
To close the active window	⌘-W
To get information about a selected icon	⌘-I
To duplicate selected icons	⌘-D
To eject a selected floppy disk	⌘-E

From the Edit menu	
To undo the most recent edit/change	⌘-Z
To cut an item to the Clipboard	⌘-X
To copy an item to the Clipboard	⌘-C
To paste an item from the Clipboard	⌘-V
To select all items in the active window	⌘-A

Managing windows

To close all windows on the desktop	Press Option while you choose Close from the File menu or click the active close box.
To move an inactive window without making it active	Press ⌘ while you drag the window by its title bar.
To activate a window hidden behind other windows	Find the dimmed icon related to the hidden window (a disk or folder icon), then double-click the dimmed icon.
To align all icons left to right, top to bottom in the active window	Press Option while you choose Clean Up from the Special menu.
To close all windows upon returning to the desktop from a program*	Press Option while you choose Quit from the File menu.
To open nested folders without cluttering the desktop	Press Option while you open successive levels of folders. As you open each new folder, the previous folder's window automatically closes.

*MultiFinder™ must be turned off.

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Saving screen images

To save the current screen as an editable and printable paint document	⌘-Shift-3. The document is placed on the startup disk. You can take up to 10 screen shots (automatically named *Screen 0* through *Screen 9*), or more if you rename these.
To print the content of the active window on an ImageWriter™ printer	⌘-Shift-4
To print an image of the current screen on an ImageWriter printer	With Caps Lock down, ⌘-Shift-4

Ejecting floppy disks

To eject a selected disk	Use one of these methods: ■ ⌘-E ■ Choose Eject from the File menu. ■ Drag the disk icon to the Trash. (This also removes the disk icon.)
To eject a disk from the internal drive	⌘-Shift-1
To eject a disk from an external drive	⌘-Shift-2
To eject disks while using a directory dialog box	Click Drive until the name of the disk appears above the buttons. Click Eject.
To eject all floppy disks	Choose Shut Down from the Special menu.

Printing

To cancel a printing job in progress when not using background printing	⌘-Period (.)
To cancel a printing job in progress when using background printing	Open PrintMonitor (by using the Apple menu or clicking the icon at the right side of the menu bar) and click Cancel Printing.